

**NAVAL DOCKYARD APPRENTICES SCHOOL**  
**VISAKHAPATNAM**

**Preface**

1. Naval Dockyard Apprentices School, Visakhapatnam was set up in the year 1974 to comply with statutory mandate to train Apprentices in designated trades in accordance with Apprentices Act 1961. The school has also rendered yeoman services in training manpower in non-designated trades to meet technical manpower requirements of Naval Dockyard, Visakhapatnam (ND (V)) and other units of Eastern Naval Command.

**Enrollment of Apprentices**

2. **Vacancy for Engagement of Apprentices.** Based on the Joint survey of ND(V) conducted by Regional Directorate of Apprentice Training (RDAT), Hyderabad (regulatory body for implementation of Apprentice Act-1961) once in two years, the strength of apprentice to be engaged by DAS (V) are notified by RDAT, Hyderabad for compliance and implementation.

3. **Advertisement for Engagement of Apprentices.** Advertisement for seeking applications from prospective candidates (ex-ITI) for selection for **One Year / Two Year** apprentice training in 14 designated trades is promulgated in national dailies and employment news paper in the prescribed format during 3<sup>rd</sup> week of Oct with last date of receipt of applications by 15 Dec. The training year commences on 15 Apr every year.

4. **Eligibility for Applying**

(a) **Qualification.** SSC/ Matric/ Std X with minimum of 50% (aggregate) and ITI (NCVT) in relevant trades with minimum 65% (aggregate).

(b) **Age.** The age criterion for various categories as on **15 Apr** (training commencing date, every year) are as follows:-

<b>Candidates belong to</b>	<b>Age</b>
General	14 - 21 Years
SC / ST	14 - 26 Years
Son / Daughter of Naval Civilian / Defence Employee	Additional age relaxation of two years subject to approval of IHQ / MOD (Navy)

(c) **Physical Standards.** Height minimum -137 cm, Weight minimum - 25.4 Kg., other standards as per Apprentices Act 1961.

(d) **Trades offered for One Year Training.**

<b>S No.</b>	<b>Apprenticeship Training Trade</b>	<b>Relevant ITI Trade</b>	<b>Vacancies</b>
(i)	Electrician	Electrician	As notified by RDAT, Hyderabad based on joint survey of ND(V)
(ii)	Electronics Mechanic	Electronics Mechanic & Mechanic (Radio & T.V.)	
(iii)	Fitter	Fitter	
(iv)	Instrument Mechanic	Instrument Mechanic	
(v)	Machinist	Machinist	
(vi)	Mechanic Machine Tool Maintenance (MMTM)	Mechanic Machine Tool Maintenance (MMTM) (03 Yrs Training at respective ITI)	
(vii)	Painter (General)	Painter (General)	
(viii)	R & A/C Mechanic	R & A/C Mechanic	
(ix)	Welder (Gas & Electric)	Welder (Gas & Electric)	

(e) **Trades offered for Two Year Training.**

<b>S No.</b>	<b>Apprenticeship Training Trade</b>	<b>Relevant ITI Trade</b>	<b>Vacancies</b>
(i)	Carpenter	Carpenter	As notified by RDAT, Hyd based on joint survey of ND(V)
(ii)	Foundry man	Foundry man / Moulder	
(iii)	Mechanic (Diesel)	Mechanic (Diesel)	
(iv)	Sheet Metal Worker	Sheet Metal Worker	
(v)	Pipe Fitter	Plumber	

(f) **Reservations.** The reservations prescribed in Apprentice Act 1961 and age relaxation promulgated by GOI MoD (N), which are as follows are applicable for selection of candidates:-

<b>S No.</b>	<b>Category</b>	<b>% Reservation</b>	<b>Age * (Years)</b>	<b>Age Relaxation*</b>
(i)	SC	Ratio of Schedule Castes (SC) Apprentices to the total apprentices are	14-26	Additional age relaxation of two years applicable to son / daughter of Naval

		1:8 i.e. <b>12.5%</b>		Civilian / Defence Employee subject to approval of IHQ / MoD (Navy) over and above upper age limit in various categories of reservation
(ii)	ST	Ratio of Schedule Tribes (ST) Apprentices to the total apprentices are 1:20 i.e. <b>5%</b>	14-26	
(iii)	OBC	<b>27%</b>	14-21	
(iv)	PHC**	<b>3%</b>	14-21	
(v)	Ex-serviceman**	<b>3%</b>	14-21	

\* As per GOI MoD letter FM/0442/NHQ/1278/D(N-II) dated 14 Nov 1996

\*\* Horizontal reservation

5. **Written Examination.** Applications received would be scrutinized by an independent Board of Officers for completeness. Eligible candidates would be short listed and accordingly issued call letters for appearing in written exam generally scheduled in end Jan/ mid Feb every year. Written examination would be on objective type based questions on Mathematics, General Science and General Knowledge of SSC standard.

6. **Interview and Medical Examination.**

(a) Interview for candidates selected in order of merit of written exam as per trade vacancies in 1:2 ratio (vacancy vs candidates) would be scheduled on successive days.

(b) Interview by a Board of Officers would assess relevant trade skills of the candidates.

(c) Holders of Sports participated original certificates at various level (school, district, state) and NCC certificate (B & C) would be given due weightage.

(d) Final merit list of various trades with categories of reservations applied based on written exam, interview marks and weightage of sports and NCC certificate of the candidates to place candidates in select & wait lists would be promulgated on completion of interview.

(e) All select and wait list candidates would be medically examined as per medical standards enumerated in Apprentice Act -1961 at ND (V) dispensary as per promulgated schedule.

(f) Select list candidates found medically fit would be issued call letter to join training as on 15 Apr.

(g) Vacancies falling vacant due to drop out of select list candidates would be filled-up appropriately from medically fit wait listed candidates in relevant category of reservation.

7. **Contract of Apprenticeship.** Candidates, major/minor, selected for designated trade Apprenticeship training at DAS(V) would be required to execute a contract as per prescribed format to undergo apprenticeship training in accordance with the terms and conditions of the Apprenticeship Act 1961. These contract forms would be forwarded to RDAT, Hyderabad by DAS (V) for registration and allotment of unique RDH registration number to each apprentice.

8. **Stipend.** Rates of stipend as promulgated by GOI Gazette notification revised from time to time would be paid the apprentices. The present rates of stipend based on training period are as follows:-

<b><u>S No.</u></b>	<b><u>Training Period</u></b>	<b><u>Stipend Applicable</u></b>
(a)	One Year	Rs. 5,263/- per month
(b)	Two Year	Rs. 5,921/- per month

9. **Training Pattern.** A comprehensive Annual Training Programme (ATP) encompassing schedule of theoretical classes, practical training, attachment of apprentices to work centers of Yard, Industrial visits and other extra curricular activity is prepared by DAS (V) for each training year to build up trade technical acumen, instill awareness on industrial safety standards, team spirit and other soft skills in the apprentices. Syllabus promulgated by DGE&T for training of apprentices for various trades would be the guiding manual for conduct of theoretical and practical training, assessment and exam. Apprentice would be attached to work centers of ND (V) and workshop at DAS(V) from Monday to Thursday of the week and on every Friday theoretical classes would be conducted at the premises of DAS(V). Every working Saturday would be observed as maintenance day to maintain various utilities, machinery and environment within premises of DAS (V).

10. **Routine during Training Period.** The apprentice would follow working hour routine applicable to ND (V).

11. **Hostel.** Providing hostel facility to the apprentices is neither obligatory nor mandatory. However, a limited Hostel facility on first cum first serve basis may be made available for outstation candidates subject to maintenance schedule of Hostel building. Candidates would be required to make their own arrangements for stay at Visakhapatnam during the training period.
  
12. **Offer and Acceptance of Employment.** It shall not be obligatory on the part of the employer ie Admiral Superintendent, ND(V) to offer any employment to any apprentice who has completed the period of apprenticeship training in DAS (V), nor shall it be obligatory on the part of the apprentice to accept an employment under ASD (V).
  
13. **All India Trade Test.** All apprentices undergoing training would be required to appear and qualify All India Trade Test (AITT) conducted by DGE&T, New Delhi at DAS (V) premises on completion of training. On successful qualification of AITT, individuals would be issued National apprenticeship Certificate (NAC) by DGE&T, New Delhi through RDAT, Hyderabad.

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